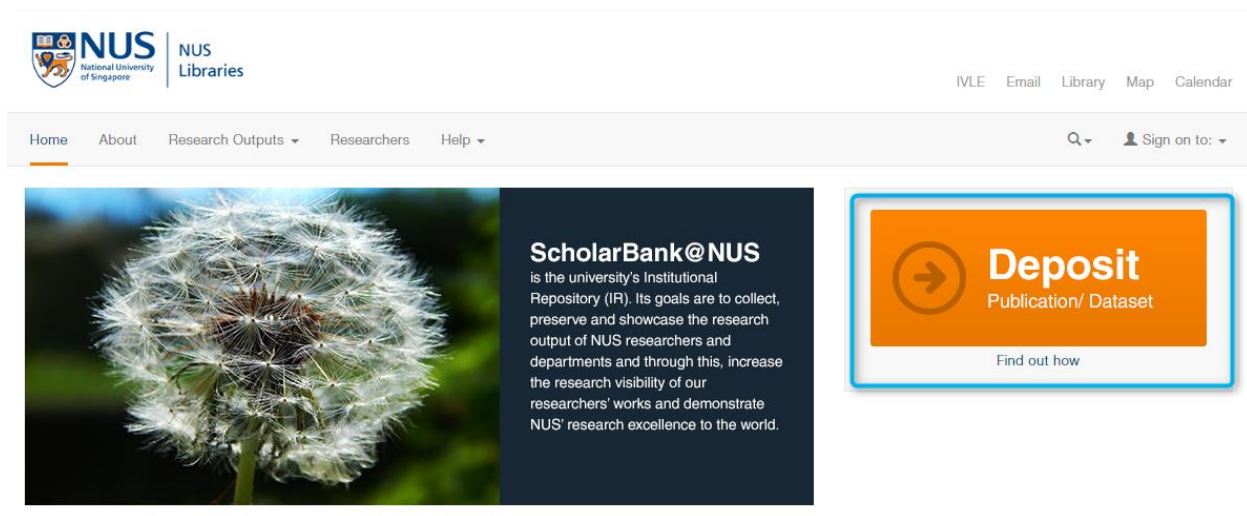


# ScholarBank@NUS

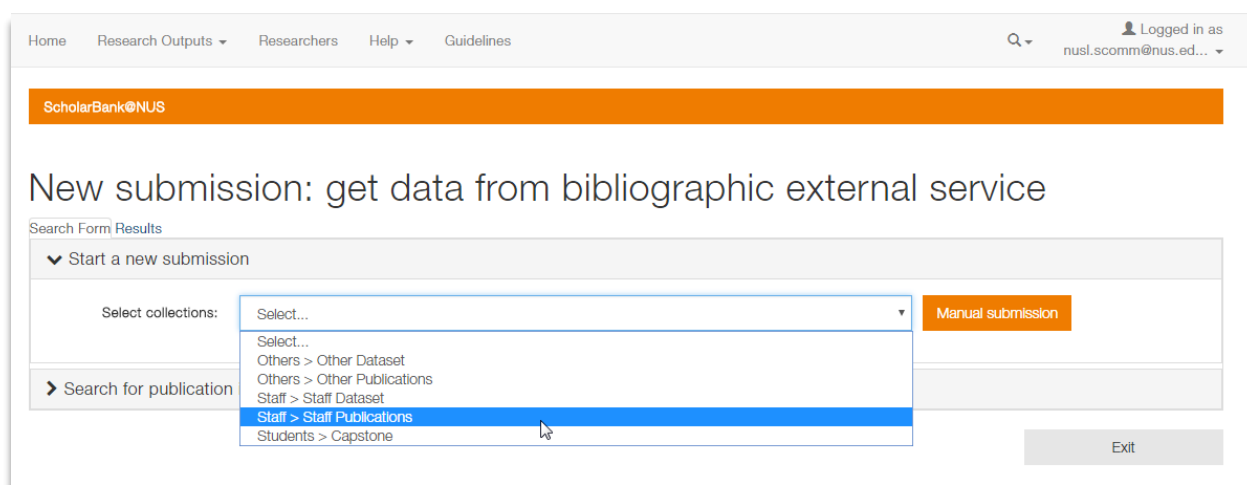
## User Guide for Publication Submission

### GETTING STARTED

1. Go to [ScholarBank@NUS](#) and click on “Deposit”. Use your NUSNET credentials to log in.



2. Read the “Declaration” and “Important information about submitting your work” carefully before you proceed
3. Select “Staff > Staff Publications” under “Select collections” and click on “Manual submission”

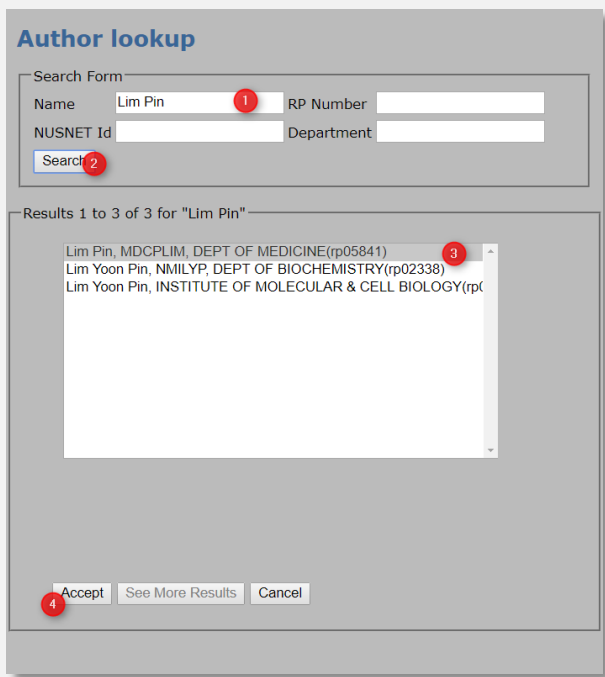


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- 1) You can search by name, RP Number, NUSNET ID, and Department. (combined search is allowed)
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- BIOLOGICAL SCIENCES**
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3. Provide a title for your publication (for e.g. article title, conference paper title, etc.)

Enter the main title of the work.

Title \*

4. Enter the source title that your publication is found in (for e.g. Journal of Neuroscience)

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6. Enter the Grant ID and Funding Agency of your study/project (if applicable).

Enter the Grant ID below.

Grant ID

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7. Enter the series name and report number in the respective boxes, if applicable (for e.g. Technical Report Series, 993)

Enter the series and number assigned to this work by your community.

Series/Report No.

8. Enter the DOI of your publication (if applicable).

DOI

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Enter appropriate subject keywords or phrases below.

Subject Keywords  + Add More

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- Geographic charisma
- Geographic diversification
- geographic information systems
- Geographic routing
- Geographical information systems

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NUS departmental fund code – visible only to administrators.

WBS Code

11. Enter DOI/URI of related datasets to link the record of your publication to the associated dataset (if applicable). Use the “+ Add More” button to add more identifiers of the datasets.

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Please enter the names of geographical locations associated with the Dataset. Locations may include names of cities or regions

Geographical location (Text)  + Add More

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- Abstract
- Abstract
- Methods
- Series Information
- Table Of Contents
- Technical Information
- Other

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Select a file or drag & drop files ...


2. Make sure all your files are successfully uploaded with  shown and proceed to next step.

Files To Upload		
#	Name	Status
	5mww.tif	
	5mww.pdb	

3. Click on “Next”
4.  allows you to add another file(s).





## DESCRIBE YOUR FILES/BITSTREAMS

1. Make sure the appropriate license (named as “License.rtf”) you selected is attached.

**Submit: File Uploaded Successfully** 


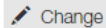

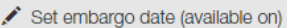
Your file was successfully uploaded.

The table below shows the files which have uploaded for this item.

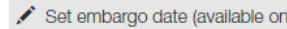
Primary bitstream	File	Size	Viewer	Description	File Format	Access Settings
<input type="radio"/>	license_rdf 	700 bytes	Default viewer 		RDF XML (known)	OPEN 

2. Enter description(s) for your file(s)/bitstream(s)

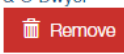

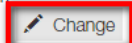
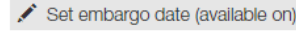
- i. Click on “Insert description”

<input type="radio"/>	How to run a successful intern program - Fletcher & O'Dwyer (UNSW).docx 	33279 bytes	Default viewer 		Microsoft Word XML (known)	OPEN 
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- ii. Click on “Ok” to save your description(s)

<input type="radio"/>	How to run a successful intern program - Fletcher & O'Dwyer (UNSW).docx 	33279 bytes	Default viewer 	<input type="text" value="Description"/> <input type="button" value="Cancel"/> <input type="button" value="Ok"/>	Microsoft Word XML (known)	OPEN 
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iii. Click on “Change” if you want to make changes to your description(s)

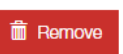

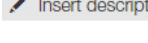
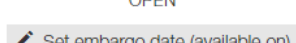
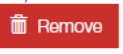
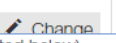
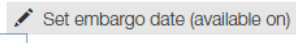
<input type="radio"/>	How to run a successful intern program - Fletcher & O'Dwyer (UNSW).docx 	33279 bytes	Default viewer 	Description of file for research 	Microsoft Word XML (known)	OPEN 
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3. Select appropriate online viewer(s) based on the format of your file(s)/bitstream(s)


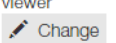
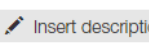
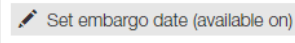

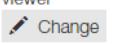
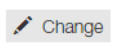
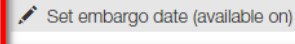
i. Select the appropriate viewer for your file based on instructions. For a file in a format not listed in the drop-down list, e.g. .pdf, .txt, please keep it as “Default viewer”.

### Submit: Uploaded Files

The table below shows the files which have uploaded for this item.

Primary bitstream	File	Size	Viewer	Description	File Format	Access Settings
<input type="radio"/>	license_rdf 	700 bytes	Default viewer 		RDF XML (known)	OPEN 
<input type="radio"/>	How to run a successful intern program - Fletcher & O'Dwyer (UNSW).docx 	33279 bytes	Default viewer Please select t Default viewer (File format not listed below) Chemical structures viewer (.cif, .pdb) High resolution images viewer (.bmp, .gif, .jpg, .png, .ptif) Excel and CSV viewer for charts and map (.xls, .xlsx, .csv, .tsv) Shapefile viewer (.zip) Video player (.mp3, .avi, .mpg, .ogg, .wma, .ra, .mp4, .wmv)	Description of file for research 	Microsoft Word XML	OPEN 

4. The default access setting for data files submitted to ScholarBank@NUS is “OPEN”.

Primary bitstream	File	Size	Viewer	Description	File Format	Access Settings
<input type="radio"/>	license_rdf 	700 bytes	Default viewer 		RDF XML (known)	OPEN 
<input type="radio"/>	How to run a successful intern program - Fletcher & O'Dwyer (UNSW).docx 	33279 bytes	Default viewer 	Description of file for research 	Microsoft Word XML (known)	<b>OPEN</b> 

If you are not ready to open your files at the time of submission, please apply an embargo setting. Your files will not be open to the public until the embargo date you set.

i. Check the box of “embargo date (available on)” and select the date you wish to open your files.

OPEN

embargo date (available on)

2017-10-31

Cancel

October 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

the contents.

- ii. Click on “Ok” to save access setting for the particular file/bitstream, or click on “Apply to all files” to apply the specified access setting to all files/bitstreams.

## COMPLETE YOUR SUBMISSION

1. Click on “Complete” after verifying your submission details
2. You will see the following confirmation message after your submission.

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Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

3. Our staff will review and process your submitted publication and metadata information within 15 working days after your submission is received.
4. You will receive an email notification with a URI generated for your publication if your submission is approved.
5. You will receive an email notification with the reason for rejection if your submission is not approved by our staff. You may contact us via [ScholarBank@nus.edu.sg](mailto:ScholarBank@nus.edu.sg) for further assistance.